

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Application Date  Application Number  2. Person to Contact Glen A. Spurlock 3. Action Requested a. Action Requested a. Dispose of present according to the Contact of Series Earliest Latest 1971 to date  6. Division and Office Function  The Grants Management both federal and state contracts; provides for program; provides systems	Department of Education Office of Administrative Services Grants Management Section State Office Building Atlanta, Georgia 30334  Working Title Records Management  thedule; record will continue to accumulate.  unulation; no further accumulation anticipated.  Check One: Change: Superior Series Title (followed by title used in office; in the function of the Division and the Office to Section coordinates the administration te, between the department and local unforms management services; administers stems and procedures services; and coordinates with the Department of Administration tees with the Department of Administration tees.	procede:	
2. Person to Contact Glen A. Spurlock 3. Action Requested a. A Establish Retention Sc. b. Dispose of present acc. c. Amend Application No. 4. Dates of Series Earliest Latest 1971 to date 6. Division and Office Function The Grants Management both federal and stat contracts; provides for program; provides sys	Office of Administrative Services Grants Management Section State Office Building Atlanta, Georgia 30334  Working Title Records Management  thedule; record will continue to accumulate.  umulation; no further accumulation anticipated. Check One: Change: Superior Records Series Title (followed by title used in office; in the function of the Division and the Office Section coordinates the administration of the Device of the Section coordinates the administration of the Device of the Section coordinates the administration of the Device of the Section coordinates the administration of the Device of the Section coordinates the administration of the Device of the Section coordinates the administration of the Device of the Section coordinates the administration of the Device of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services; administers of the Section coordinates and Decal unforms management services and Dec	Date Received Date Completed MAY - 3 1978  Telephone Number  Officer II 656-2449  Procede: Use Void if different;  ject Files In which this record series is created?  On of educational grants, nits of education; develops the records management redinates delivery of Electronic	
2. Person to Contact Glen A. Spurlock 3. Action Requested a. Action Requested b. Dispose of present according to the contact of Series Earliest Latest 1971 to date 6. Division and Office Function The Grants Management both federal and state contracts; provides for program; provides systems	Grants Management Section State Office Building Atlanta, Georgia 30334  Working Title Records Management  thedule; record will continue to accumulate.  umulation; no further accumulation anticipated.  Check One: Change: Superior Records Series Title (followed by title used in office; in the function of the Division and the Office to the Section coordinates the administration of the Detween the department and local unforms management services; administers stems and procedures services; and coordinates and procedures and procedures are considered.	Date Received Date Completed MAY - 3 1978  Telephone Number  Officer II 656-2449  Procede:  Void if different)  ject Files  In which this record series is created?  On of educational grants, nits of education; develops the records management redinates delivery of Electronic	
2. Person to Contact Glen A. Spurlock 3. Action Requested a. Action Requested b. Dispose of present according to the contact of Series Earliest Latest 1971 to date 6. Division and Office Function The Grants Management both federal and state contracts; provides for program; provides systems	State Office Building Atlanta, Georgia 30334  Working Title Records Management  hedule; record will continue to accumulate.  umulation; no further accumulation anticipated. Check One: Change; Superior Records Series Title (followed by title used in office; in the function of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Detection of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the administration of the Division and the Office to Section coordinates the Administration of the Division and the Office the Division and	Date Received Date Completed MAY - 3 1978  Telephone Number  Officer II 656-2449  Procede:  Void if different)  ject Files  In which this record series is created?  On of educational grants, nits of education; develops the records management redinates delivery of Electronic	
2. Person to Contact Glen A. Spurlock 3. Action Requested a. Action Requested b. Dispose of present according to the contact of Series Earliest Latest 1971 to date 6. Division and Office Function The Grants Management both federal and state contracts; provides for program; provides systems	Atlanta, Georgia 30334  Working Title  Records Management  thedule; record will continue to accumulate.  umulation; no further accumulation anticipated.  Check One: Change: Superior Change: Superior Change in office; in  Management Information Services Project Section coordinates the administration te, between the department and local unforms management services; administers stems and procedures services; and coordinates.	Telephone Number  Officer II 656-2449  recede:  Void  fidifferent)  ject Files  in which this record series is created?  on of educational grants,  nits of education; develops the records management redinates delivery of Electronic	
Glen A. Spurlock  3. Action Requested  a. Action Requested  b. Dispose of present accurate.  C. Amend Application No.  4. Dates of Series  Earliest Latest  1971 to date  6. Division and Office Function  The Grants Management both federal and state contracts; provides for program; provides systems.	Working Title  Records Management  thedule; record will continue to accumulate.  umulation; no further accumulation anticipated.  Check One: Change: Superior Change: Superior Change in office; if  Management Information Services Project Section coordinates the administration te, between the department and local unforms management services; administers stems and procedures services; and coordinates are procedures services; and coordinates are procedures services; and coordinates are procedures are procedures are procedures are procedures.	Telephone Number  Officer II 656-2449  Procede:  Void  If different)  ject Files  on of educational grants,  nits of education; develops the records management rdinates delivery of Electronic	
Glen A. Spurlock  3. Action Requested  a. Action Requested  b. Dispose of present accurate.  C. Amend Application No.  4. Dates of Series  Earliest Latest  1971 to date  6. Division and Office Function  The Grants Management both federal and state contracts; provides for program; provides systems.	Records Management  hedule; record will continue to accumulate.  umulation; no further accumulation anticipated.  Check One: Change; Superior Change; Superior Change; Management Information Services Project Section coordinates the administration to the Division and the Office to the between the department and local unforms management services; administers stems and procedures services; and coordinates are coordinates.	Officer II 656-2449  Freede:  Void	
3. Action Requested  a.	hedule; record will continue to accumulate.  umulation; no further accumulation anticipated.  Check One: Change; Superations.  Records Series Title (followed by title used in office; in the function of the Division and the Office to Section coordinates the administration to between the department and local unforms management services; administers stems and procedures services; and coordinates accumulates.	procede:	
a. Dispose of present according to Dispose of present according to Dispose of Present according to Dates of Series  Earliest Latest  1971 to date  6. Division and Office Function  The Grants Management both federal and state contracts; provides for program; provides systems.	Check One: Change: Super Change: Super Check One: Change: Super Change: Super Change: Super Change: Management Information Services Project Section coordinates the administration of the Division and the Office of the Change of	ject Files in which this record series is created? on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
b. Dispose of present according to the contracts; provides for program; provides sys	Check One: Change: Super Change: Super Check One: Change: Super Change: Super Change: Super Change: Management Information Services Project Section coordinates the administration of the Division and the Office of the Change of	ject Files in which this record series is created? on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
c. C Amend Application No.  4. Dates of Series Earliest Latest 1971 to date  6. Division and Office Function  The Grants Management both federal and state contracts; provides for program; provides sys	Check One: Change: Superior Records Series Title (followed by title used in office; in the Management Information Services Project Section coordinates the administration of the Division and the Office to, between the department and local unforms management services; administers stems and procedures services; and coordinates and procedures services.	ject Files in which this record series is created? on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
4. Dates of Series Earliest Latest 1971 to date 6. Division and Office Function The Grants Management both federal and stat contracts; provides forogram; provides sys	Management Information Services Proj What is the function of the Division and the Office t Section coordinates the administration te, between the department and local unforms management services; administers stems and procedures services; and coor	ject Files in which this record series is created? on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
Earliest Latest 1971 to date  6. Division and Office Function  The Grants Management both federal and stat contracts; provides for program; provides sys	Management Information Services Programme What is the function of the Division and the Office to Section coordinates the administration between the department and local unforms management services; administers stems and procedures services; and coordinates	ject Files in which this record series is created? on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
6. Division and Office Function  The Grants Management both federal and state contracts; provides for program; provides sys	What is the function of the Division and the Office to Section coordinates the administration to between the department and local unforms management services; administers stems and procedures services; and coordinates	on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
6. Division and Office Function  The Grants Management both federal and stat contracts; provides f program; provides sys	t Section coordinates the administration te, between the department and local urforms management services; administers stems and procedures services; and coor	on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
both federal and stat contracts; provides f program; provides sys	t Section coordinates the administration te, between the department and local urforms management services; administers stems and procedures services; and coor	on of educational grants, nits of education; develops the records management rdinates delivery of Electronic	
2 a ta 1,000051119 501 V	Toos with the bepartment of hamility at	DIVE SCIVICES.	
•	1 1		
· .			
7. Record Series Description	This file contains the following documents (include form Attach samples of the file.	n numbers and titles, if any):	
Documents relating to:	documenting projects (automated and manual) that are assigned to the Management Information Services Section.		
Included are:	preliminary studies, project reports, data processing requests, contract information, data processing agreements, service agreements, vendor files, correspondence and related materials.		
	•		
File is arranged:	by project number.		
8. Monthly Reference Rate	How often are records referred to which are:	وبالسابيعين والموارد وليواد والموادية والموادية الموسود المائية والمستحدد والمراز والموادية والمائد والمائد	
	Seven to twelve months old 50; Thirtee		
9. Annual Rate of Accumulation	of Records	en en en al composition de la composition della	
Letter-size drawers	; Legal-size drawers; Shelves	.; Other (specify)	
·		The second of th	

YES NO 10 Ouestinanaire	(Place an "X" in the proper colu	mn)	
y a. Is this the officia	al copy of the series?		
If not, where is i	it?		
χ b. Does the series of		equiring security handling? If yes, cite la	~
X c. Is this a vital rec	ozd?		
X d. Does this series l	have historical or long term researc	ch_value?	The second secon
V 1 3		cessary to keep the entire file for a long p	
X f. Is the information	on contained in this series ever out	olished? If yes, attach copy.	
		lyzed and/or recorded in a summarized re	port?
If yes, attach co	py		en e
^ If yes, where? [	Department of Administra	ative Services maintains som	
X i. Is this series (or	a maior portion of it) regularly mi	crofilmed?	7 .
1. A 1 1. Does the record	series result in a computer printou  The following requires t	the series to be kept:	the common transfer and the common particular common as well as the common particular common common as the common
. The second	^		0
b. State Law		d. Audit period	0
b. Statute of limitation c. Federal law	years.	e. Administrative need f. Federal retention instructions	years.
			with a with the property of th
Attach copy or excert of law	vs or regulations. Explain administ	trative need.	• .
A five-year retention	n is needed to provide	reference to the unit for o	ngoing projects.
			igomy programm
			e e e
2. Approved Disposition Instru	ctions This agency recommend	ds that the file series be cut off at the end	of each:
	☐ Calendar Year; ☐ F	iscal Year; 🕱 Other upon completion	on of project <sub>en,</sub>
Hald in the summer tile.	area 3		•
	area; holdyear(s); th		
Transfer to State Records	s Center; hold2year(s)	; then	
MX Destroy,			
☐ Transfer to State Archive☐ Other (Specify)	s for permanent retention.	·	
	•	•	·
	,	**************************************	
		•	
	•	Mark L	
•			
These instructions apply to a	all prior and future accumulations	of the series.	
$\sim \sim $			
gency Heat / Designee / (Signatur	re) Date/ R	lecords Management Officer (Signature)	Date
1 1/1: Fam.	1/0		7409
V. U. Mulli	710/1/71	Dlen a Spurlag	2/21/78
1	//	State Records Committee (Signat	ure) Date
Recommendations in pare-	Chan A. Hay 10	Imot have	
raph 12 are approved.  If disapproved, attach letter	State Auditor/Designee		12-23-18
f explanation.)	Secretary State/Designee	(Varrall The	5-18-70
· .			e e e e aliano a cambillat alian filia 🗜 🥻
3	<u> </u>	/1 $/1$ $/1$ $/1$ $/1$	17
R-50-71; Rev. 76	Attorney General/Designee	MANULU Side	1.22 78